



CITY OF REDMOND **APPLICATION REQUIREMENTS FOR:**

VARIANCE

An appointment must be scheduled to submit your application to the Development Services Center. Please call 425-556-2494 to schedule your appointment. Applications delivered by courier or by mail will not be accepted. Failure to include all items will result in the application being deemed incomplete and will not be reviewed until complete.

Did this project have a Pre-Application meeting with the Technical Committee? Y N If Yes, what was the most recent pre-app date? _____ What was the file # of the pre-app? _____

Did this project have a Pre-Application meeting with the Design Review Board? Y N If Yes, what was the most recent pre-app date? _____ What was the file # of the pre-app? _____

Please note that the submittal requirements below may change periodically. These submittal requirements are dated **June 2006**.

I. APPLICABILITY

All proposals seeking variance from the strict application of requirements of RCDG Title 20C, Land Use Regulations, or 20D, City Wide Regulations, must submit a Variance application. Proposals requesting deviation from the Permitted Land Use chart will require an amendment to the Redmond Community Development Guide.

II. PROFESSIONAL PREPARATION

Variance applications may need to be prepared professionally. This determination will occur either during a pre-application conference or when the Technical Committee has reviewed the application for completeness.

The applicant shall check each item below to confirm the item is included in the application. A Variance application packet shall include the following:

III. GENERAL

- ___ A. Completed General Application Form and Project Contact Form.
- ___ B. Application Fees (please provide receipts from Technical Committee and Design Review Board pre-application meetings in order to determine the Pre-Application meeting credit).
- ___ C. Vicinity map (suitable for public notice purposes) with labeled streets and north arrow on 8 1/2" x 11 sheet of paper
- ___ D. Completed SEPA Application Form
- ___ E. Completed SEPA/CAO Fee Worksheet
- ___ F. Explanation of the modification(s) sought from code standards.

- _____ G. Ten (10) copies plus one (1) 8 1/2" X 11" copy of a site plan, drawn to scale, showing location and ground elevations of buildings related to the action, parking areas, landscape areas, and other development features.
- _____ H. Variances must meet the following criteria for approval as defined in Section 20F.40.180-040 of the Redmond Community Development Guide. **The applicant must provide in writing how the request satisfies each of the criteria listed below.**
1. The variance shall not be materially inconsistent with the limitation upon uses of other properties within the vicinity and land use district in which the subject property is located; and
 2. Such variance is reasonably necessary, only because of special physical circumstances relating to the size, shape, topography, location or surroundings of the subject property to provide it with use rights and privileges permitted to other properties in the vicinity and in the land use district of the subject property; and
 3. The conditions or situations giving rise to the variance application have not been created or caused by the applicant or recent owner of the subject property; and
 4. The variance will not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and land use district of the subject property.
 5. The granting of the variance constitutes and equitable application of the requirements of the land use regulations where strict adherence in a given situation would create unnecessary hardship for the property owner; and
 6. The variance is the minimum necessary to grant relief to the applicant; and
 7. The variance does not relieve an applicant from conditions established during prior permit review; and
 8. All approved variances otherwise comply with the requirements of the Redmond Community Development Guide, including the Comprehensive Plan.

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